

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

Position Title: Student Monitor
Must work 10-15 hrs/wk.

I. Grade Level: 4-5

II. Description:

A. The following are the essential duties for a Monitor in the Agriculture and Natural Resources Department:

1. Open and close the ANR building.
2. Order janitorial supplies for building.
3. Oversee and supervise ANR trainees' janitorial work in building.
4. Do janitorial work in building.
5. Work w/Facilities Management in doing and reporting building maintenance.
6. Perform minor repairs to building and to its appliances.
7. Schedule student labor.
8. Keep daily report on hours reported by student janitors.
9. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

A. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

B. If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.

C. Supervising students

D. Record keeping

E. Problem solving.

F. Sense of responsibility for good functioning and repair of entire building.

G. Ability to build sense of teamwork among student janitorial workers.

IV. Basic Qualifications:

A. General: High level of responsibility for job well done, and for safety and security of building.

IV. Basic Qualifications (Cont.):

- B.** Skill: Organizational and supervisory skills; good cleaning ability.
- C.** Physical: Mobility and physical strength.
- D.** Academic: none.

V. Desirable Qualifications:

- A.** Prior experience making light building repairs.
- B.** Student supervisory experience.
- C.** Proven ability to assume responsibility.

VI. Narrative Summary:

Student was responsible for daily building opening and closing. Student performed janitorial work and light repairs to building, and supervised other student janitorial work. Student worked with Facilities Management to effect more serious repairs to building, scheduled student labor, and maintained a daily rep on janitorial hours worked by students.